

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF CALIFORNIA**



**INSTRUCTIONS FOR SUBMITTING
PRO HAC VICE APPLICATION
AND PROPOSED ORDER**

1. The petitioning attorney must complete and sign the application.
2. The sponsoring attorney must submit the application electronically via the court's electronic filing system, CM/ECF, using the event "Pro Hac Vice Application" in the "Other Documents" category.
3. A word-processed version of the application must be submitted to the judge for signature by emailing it to the judge's proposed order mailbox at

(judge's initials)orders@caed.uscourts.gov
4. The filing fee of \$180.00 must be submitted, either via CM/ECF using the event "Pro Hac Vice Application Payment" in the "Credit Card Payments" category, or by submitting a check to the clerk's office. The application will not be processed until the filing fee has been paid.
5. When the application is approved, counsel will be notified electronically via email.